

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, D/S

DATE: 5 November 1953

FROM : [REDACTED] 25X1A9a

SUBJECT: First Progress Report on the Organization of S/OM

I discussed the establishment of the uniform branch-wide subject code for collection, reading requirements, and filing separately with the heads of the Organization, Special Service Organization, and Consumer Welfare Sections. I am doing the job for the Management Section myself. The target date for completing the section drafts is tomorrow. It is planned to have a meeting on Monday in which we will try to put the drafts together as a draft of the branch system and, simultaneously, to solve the problem of smooth cooperation with the Reading Panel. [REDACTED] has promised to participate.

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I took up the question of the subject code with [REDACTED] who, in turn, got in touch with [REDACTED]. According to his report, [REDACTED] would like to have the drafting of the branch system postponed until after a committee to be appointed to work out a uniform division-wide system will have completed its deliberations. I told [REDACTED] that we had to start working and, therefore, have to go ahead with our system. He understood my attitude and, holding that the committee probably will base the area-wide filing and collection system on the CIA Library Index, indicated that it might be desirable to use the latter as a guide in our efforts. Thereupon I got a copy of the Index and advised the Section heads to make use of it with a minimum of changes in the method used by them up to now. I also pointed out the code numbers and groups of the Index covering their respective fields.

As a first step to delimit and coordinate activities in fields of potential overlaps or gaps, I asked D/A what they are doing with respect to planning. I got the information that they collect the plans as such and cover their fulfillment as well as techniques of planning. It seems to me that under these circumstances the Organization Section, similar to your outline, should handle "Organization and Administration of Planning."

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ORR/S/OM:KB:egg (dictated 5 November 1953)